



Growth Management Department
Division of Planning and Community Design

Pre-submittal Application

The Lake County Department of Growth Management is pleased to offer you the opportunity to present your development proposal to County staff for the purpose of a cursory review before filing any formal applications. A pre-submittal application meeting with the County is an informal exchange of ideas and information. Any variances or development waivers required for the project will be discussed during this meeting. The plan review during these meetings does not constitute a waiver of any requirements contained in the County's Land Development Code.

To assist staff in providing the best information possible at this level of review, please submit the following:

- ☐ Completed Pre-Submittal Application with signature.
- ☐ Property Record Card(s)
Please print and attach all Property Record Cards. Property Record Cards may be obtained from the Lake County Property Appraiser's Office at 352-343-9748 or from the Internet at www.lakecopropappr.com.
- ☐ Conceptual Drawing drawn to scale with as much detail as possible to show all existing and proposed development. (11 copies are required. We will reproduce any drawing for you that is 11 x 17 or smaller.)
- ☐ Application Fee of \$265.00 (cash, check*, or credit card*)
*Checks shall be made payable to the **Lake County Board of County Commissioners**.
***A 1% service charge will apply if paying by credit card.**

The checklist above contains all of the information requirements for an application submittal. A submittal that does not include all of the required items of information will not be accepted for processing and will be returned to the applicant. Incomplete applications will not be held pending receipt of additional information. An application may be submitted in person to Ms. Jennifer Myers or any other member of Development Review staff or by transmittal via any of the available delivery services. All applications should be addressed to Ms. Jennifer Myers, Development Review Supervisor, at the address provided below.

When an application has been determined to be complete, the applicant will be notified by email, facsimile or U.S. Postal Service delivery. The process, scheduled and milestones for review and approval of all types of applications are available in paper or digital form from the Development Review staff or by download from the Growth Management website. A case manager from the Division of Planning and Community Design will be assigned to coordinate the review process and will be the applicant's primary point of contact for questions and information about the status of the application review. The name and contact information for the assigned case manager will be included in the email to the applicant confirming the receipt of a complete application.

(Revised 10/15/2007)

DIVISION OF PLANNING AND COMMUNITY DESIGN
P.O. BOX 7800 • 315 W. MAIN ST., TAVARES, FL 32778 • P 352.343.9640 OR P. 352.343.9739 • F 352.343.9816
Board of County Commissioners • www.lakecountyfl.gov

JENNIFER HILL
District 1

ELAINE RENICK
District 2

DEBBIE STIVENDER
District 3

LINDA STEWART
District 4

WELTON G. CADWELL
District 5

1. Project Name: _____
2. Proposed Use: ☐ Commercial/Retail ☐ Industrial ☐ Office
☐ Mixed Use ☐ Residential ☐ Institutional Community Facility
3. Description of Project: _____
4. The property is generally located in the vicinity of the following streets: _____

5. Has any previous application been filed within the last year in connection with this property?
YES _____ NO _____ If yes, please describe the nature of the request and include the case number. _____
6. Will the Project be served by a central water system?
YES _____ NO _____ If yes, name the existing system. _____
7. Will the Project be served by a central sewer disposal system?
YES _____ NO _____ If yes, name the existing system. _____
8. Are any existing **well(s)** or **septic tank(s)** on site? YES _____ NO _____
9. Will there be any Hazardous Materials stored on site which may include fuel tanks, mineral/acid tanks, caustic materials, etc.? YES _____ NO _____ If yes, please give detailed information, including the size of the tank(s), location aboveground or underground, distance between tanks and other structures, etc.

10. Will the project have private streets? YES _____ NO _____
11. Will this development be an age-restricted community? YES _____ NO _____

12. Site Development Data:

Existing Zoning: _____ Future Land Use: _____

Acreage of Property: _____ Anticipated Density: _____

Total Acreage in Easements: _____ Total Acreage in Wetlands: _____

Commercial

Building Square Footage: _____ Construction Acreage: _____

Proposed Type of Occupancy: _____

Residential

Number of Lots: _____ Total Number of Dwelling Units: _____

Applicant Information

Name: _____ Company: _____

Telephone Number: () _____ Fax Number: () _____

Email: _____

Applicant Signature

Date

Staff To Complete:

Existing Zoning: _____

Future Land Use Designation: _____

Applicant is requesting a Variance to the following sections of the Lake County Development Regulations: _____

Section(s): _____ Township: _____ Range: _____

Planning Area: _____

Utility Area: _____

Utility Service Area: _____

Public Utilities: _____

Commission District: _____

DRS Presubmittal [*DRS-PS**] \$250.00
Health Dept. Presubmittal [*HDPF**] \$15.00